

Date Agreement Completed: \_\_\_\_\_ School: \_\_\_\_\_  
 School Year: \_\_\_\_\_ Counselor: \_\_\_\_\_ Administrator: \_\_\_\_\_

# Counselor/Administrator Agreement

## Student Access

*Circle all that apply*

- a. Grade Level      b. Domain      c. Academy/Pathway  
 d. Alpha Listing      e. No Caseload      f. Other \_\_\_\_\_

## Counselor of the day

*Circle One*

Our Counseling program: (a) Will (b) Will Not  
 Implement Counselor of the day

## Domain Responsibilities

Looking at your site needs/strengths, counselors will be identified as the domain counselors for the following areas:

Academic Domain: \_\_\_\_\_

Career Domain: \_\_\_\_\_

Personal/Social Domain: \_\_\_\_\_

Rationale for decision: \_\_\_\_\_

## Programmatic Delivery

The school counseling teams will spend approximately the following time in each component area to ensure the delivery of the school counseling program?

### Local School Time Plan

### Recommended Time Use

_____ %	of time delivering Guidance Curriculum	Provides developmental comprehensive guidance program content in a systematic way to all students K-12	Elementary: 35-45%	Middle/Jr High: 25-35%	High School 15-25%
_____ %	of time with individual Student Planning	Assists students & parents in development of academic & career plans	Elementary: 5-10%	Middle/Jr High: 15-25%	High School 25-35%
_____ %	of time with Responsive Services	Addresses the immediate concerns of students	Elementary: 30-40%	Middle/Jr High: 30-40%	High School 25-35%
_____ %	of time with System Support	Includes program, staff & school support activities & services	Elementary: 10-15%	Middle/Jr High: 10-15%	High School 15-20%

The School Counseling Department will address the following School Improvement/ Closing the Gap Goals:

	Goal Description	Implementation Plan
1		
2		
3		

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## Programs, Information, Assistance & Outreach

Teachers	Parents	Community

## Professional Development for School Counseling Staff

The school counseling team will participate in the following professional development:

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## Professional Collaboration

The school counseling department will meet weekly/monthly: *circle all that apply*

- A.** As a counseling department team      **B.** With the school staff (faculty)      **C.** With the advisory council  
**D.** With administration      **E.** With subject area departments      **F.** Other: \_\_\_\_\_

## Budget Materials & Supplies

Yearly Budget  
\$ \_\_\_\_\_

Needed materials, supplies & expenses:

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## Counselor Availability/Office Organization

The guidance department will be open for students/parents/teachers access from \_\_\_\_\_ to \_\_\_\_\_

The department will manage the division of hours by \_\_\_\_\_

The career center will be open from \_\_\_\_\_ to \_\_\_\_\_

## Role & Responsibilities of other staff & volunteers

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School Counselor will be compensated for extra work hours by: *Circle all that apply*

- A.** Extra duty pay      **C.** Flex Schedule      **E.** Comp Time  
**B.** Principle/Counselor Negotiation      **D.** No Option for this      **F.** Other